



**EAST STROUDSBURG  
UNIVERSITY  
of Pennsylvania**

200 Prospect Street  
154 Zimbar-Liljenstein Hall  
East Stroudsburg, PA 18301-2999  
(570) 422-3536 toll-free (866) 837-6130  
Email: grads@po-box.esu.edu

**Graduate Student Travel**

**TRAVEL GRANT APPLICATION**

**Eligibility for Funding of PRESENTATION of RESEARCH, SCHOLARSHIP & ORGANIZATIONAL LEADERSHIP:**

Full-time graduate students are intended to be the primary recipients of this fund. Application from graduate students taking less than 9 credits will be considered after applications from full-time students are considered. The support for travel is available for:

- presentation of the results of scholarship (including posters)
- leadership in professional associations
- artistic performance
- other activity that demonstrates students creative work while a student at ESU

The Graduate College will fund the presentation of papers at professional meetings. If there are several authors of a paper, it will be considered one presentation.

To receive support for travel, the student must provide the confirmation of an invitation to participate in the meeting. It can be in the form of a letter from an official of the organization or the published meeting program. The confirmation must be submitted before funds will be paid out.

Applications will be approved until funds are exhausted.

Applicants will be reimbursed up to the set amount after submitting expenses. Expenses must be submitted using travel reimbursement forms prepared by the student's department.

**Priorities for Funding:**

1. Full-time student for presentations at National or International Meetings
2. Full-time student for presentations at Regional or State Meetings
3. Full-time student for participation in meetings as a result of being in leadership.
4. Part-time student applications.

**Funding Limits:**

The Graduate College has set funding limits for 2013/2014 Travel Grants at

- National/International Travel: \$300
- State and Regional Travel: \$150

*\* The amounts listed above are maximum amounts per applicant per academic year. All funding is subject to change pending funding availability.*

**Application Deadlines:**

The Funding Budget for Travel will be equally divided between Fall and Spring terms. Any monies remaining in the Fall by the end of December will automatically be added to the Spring travel budget.

**Primary Deadlines:**      Fall Semester:    October 1, of AY for presentations between July 1, of AY & Dec 31, of AY  
                                 Spring Semester:   February 1, of AY for presentations between Jan 1, of AY & June 30, of AY

**Secondary Deadlines:**    Fall Semester:    December 4, of AY  
                                 Spring Semester:   March 5, of AY

Secondary Deadlines are an attempt to accommodate students who receive late notification about a conference presentation opportunity.

## Application Form for Graduate Student Travel Support

To apply for Travel Grants, please submit 1 copy of the following to the Graduate College located in Room 154 Zimbar-Liljenstein.

1. Travel Grant application form (completed and signed)
2. Documentation of meeting (organization, place, dates)
3. Documentation of presentation or leadership role
4. Travel Approval Request

**To Be  
Completed By  
Applicant**

1. Student: \_\_\_\_\_ Fulltime ☐ Parttime ☐
2. Department: \_\_\_\_\_
3. Telephone: \_\_\_\_\_ Email: \_\_\_\_\_
4. Title of  
Presentation: \_\_\_\_\_
5. Or leadership  
role: \_\_\_\_\_
6. Total funding request: \_\_\_\_\_

If student has completed work in collaboration with faculty, please indicate name of faculty.

7. Travel to present or attend: \_\_\_\_\_  
(Name of conference)  
☐ National/International Meeting ☐ State/Regional Meeting
8. Dates of Conference: \_\_\_\_\_
9. Significance of activity for student: \_\_\_\_\_

### Required Signatures:

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty sponsor  
(if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Graduate  
Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Dean: \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use Only

Request #: \_\_\_\_\_ Date: \_\_\_\_\_ Amt. Funded: \$ \_\_\_\_\_